



# Human Resources Newsletter

## September 2003 News

### What's New, What's Hot

- The Governor has approved the AS Schedule effective 9/9/03. It will be implemented in three phases just as the previous schedules were. Only those employees earning below the new minimum will be adjusted to the new minimum. HQ HR will enter the necessary personnel actions to effect this transition
- Employee Recognition Nominations for quarter ending September 30, 2003 are due by Tuesday, September 9, 2003.
- Dr. Movassaghi has approved the next phase of DOTD's 360 Degree Feedback Program; the survey questionnaire has been revised to better suit the Respondents chosen to rate their respective Subjects. One-hundred fifty subjects (from the administrator level to middle-management level) will be evaluated during this phase which will begin January 2004.
- Revised AFSCME Contract forthcoming; changes reflect related policy revisions issued since contract was last signed.
- The following CS Pay Rules were revised effective 9/9/03; details forthcoming.
  - Amend 6.6 Market Grade Adjustment
  - Amend 6.7 Rate of Pay Upon Promotion
  - Amend 6.8 Pay Upon Reallocation
  - Adopt 6.8.1 Pay Upon Job Correction or Grade Assignment
  - Amend 6.10 Rate of Pay Upon Demotion
  - Amend 6.16.3 Exceptional Performance and Gainsharing

### Special Events

- September 1 - Labor Day (Holiday)
- September 10 - CS Commission meeting
- September 10 - HQ New Employee Orientation
- September 17- SCHR Meeting
- September 18 - HQ Employee Recognition Committee meeting
- September 23-25 - Annual HR Workshop in Baton Rouge



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### HR Unit Updates

#### Compensation Unit

- Floodplain Insurance Job Study approved by Governor with 9/8/03 effective date. Related job descriptions for affected positions must be submitted to HQ HR.
- The Budget Analyst 3 Job Study was approved by the Governor effective 9/8/03; HR will process SF-3 to bring only affected position to new cap of training series.

#### Employee Relations Unit

- 2003 Legislation Highlights:
  - Act 196 - removes Sunset provision on partial repayment of refunds (LASERS)
  - Act 818 - provides for self directed investment funds for DROP
  - Act 866 - allows purchase of service credit for the time on leave without pay (LWOP)
  - Act 931 - allows actuarial purchase of service credit by non-public school teachers with 15years service in LASERS
  - Act 1234 - provides for direct purchase from LASERS of service credit from another system

#### Personnel Management Unit

- Training package for Preventing Harassment (focuses primarily on Sexual Harassment) is available. Anyone interested in this training, please contact Ranzy Montet at 225-379-1293.
- Recruiters will be at attendance at the following career fairs:

FALL CAREER SCHEDULE		
DATE	UNIVERSITY	TIME / LOCATION
Thursday, 9-11-2003	University of Lafayette	9:00 a.m. Union Ballroom
Wednesday, 9-17-2003	Southern University	9:00 a.m. Smith-Brown Union
Thursday, 9-18-2003	Louisiana State University	9:00 a.m. Pete Maravich Center
Wednesday, 9-24-2003	La Tech University	9:00 a.m. Student Center
Friday, 9-26-2003	University of New Orleans	11:00 a.m. University Ballroom
Monday, 9-29-2003	McNeese State University	8:30 a.m. Parra Ballroom
Tuesday, 9-30-2003	NW State University	11:00 a.m. Prather Coliseum